



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

22 JAN 2003

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/EN
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Technical Order (TO) Process Memo 2003-01: Updated Policy Within AFMC Manual 21-1

1. Attached is a partial update of AFMCMAN 21-1, *Air Force Materiel Command Technical Order System Procedures*, for interim guidance until the entire document is revised and coordinated by MSG/MMF. This work is scheduled for completion NLT 30 Sep 03. The updated section of AFMCMAN 21-1 is Chapter 5, *Engineering Disposition Of Nonconforming Technical Problems Beyond Published Authority*, which documents the process for requesting engineering assistance in the event published technical data is not adequate.
2. During the last round of Maintenance Standardization and Evaluation Program inspections, HQ AFMC/IG reported a significant number of procedural findings involving the preparation, coordination, and approval of requests for engineering assistance. Misunderstanding of existing processes, unclear guidance, and conflicting guidance were cited most often as the root cause of the findings. As a result, HQ AFMC/EN and MSG/MMF hosted an AFMCMAN 21-1 Chapter 5 Rewrite Conference in Dec 02 to resolve the issues as quickly as possible.
3. Chapter 5 was analyzed line-by-line by over 25 representatives from the ALCs, AMARC, HQ AFMC/EN/IG/LG and MSG/MMF. Reasons behind policy and how it affected all parties were discussed by the group. The chapter was significantly rewritten based on inputs from all participants. This interim rewrite is significantly better than the original and should clarify the outstanding procedural and policy issues.
4. Please use the attached Chapter 5 of AFMCMAN 21-1 as interim guidance effective immediately. Any additional issues with the content of this revision will be addressed when the entire manual is coordinated by MSG/MMF prior to implementation. Please direct any questions to my POC, Mr. Paul Lyons, HQ AFMC/ENBP, DSN 787-6280, paul.lyons@wpafb.af.mil.

JAMES A. PAPA, SES
Director, Engineering and
Technical Management

Attachment:
AFMCMAN 21-1 Chapter 5

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